

Tax Department
Most Frequently Asked Questions

1102 Bob Bullock Loop
P.O. Box 6548
Laredo, Texas 78042

P: 956.727-6421
F: 956.727-6410

Hours of operation:
Mon thru Fri: 8am to 5pm

Director: Dora Maldonado Tax
Assessor Collector
Email: dmaldonado@ci.laredo.tx.us

Sara A. Flores
Administrative Assistant II
Email: sflores@ci.laredo.tx.us

 **Beer/Wine/Liquor License Permits**

Q: Why do I have to pay a City of Laredo Beer/Wine/Liquor License Permit:

A: Section 11-38 and Section 61-36 of the Alcoholic Beverage Code of Texas provides that the governing body of a city or town may levy and collect a fee not to exceed one half of the State fee for each permit or license issued for premises located within the city or town. On February 2, 1987, Ordinance No. 87-O-24 was approved authorizing the levy and collection of local fees equal to one-half of the state fees for each permit and license issued by The Texas Alcoholic Beverage Commission for the premises located within the City of Laredo. All permits and licenses are issued for a two year period.

Q: Where do I begin the process for obtaining permits to sell Beer/Wine/Liquor at place of business?

A: ALL applicants should contact any Texas Alcoholic Beverage Commission Office for initial information and guidance. Webb County's Primary Licensing Office is the McAllen Office located in the Nightingale Plaza, Suite D at 6521 North 10th Street, McAllen, TX 78504, (956) 687-5141 and the Secondary Licensing Office is the San Antonio Regional Office located in the Goliad Building, Suite 120 at 4203 Woodcock Dr., San Antonio, TX., 78228, (210) 731-1720. Please be advised that TABC applications are composed by different requirements. These requirements are governed by numerous levels of government and/or entities. The City of Laredo, as a municipality, only oversees one part of the application. The County of Webb, the Controller's Office, and TABC oversee other parts of the application. For TABC Contact information please visit: https://www.tabc.state.tx.us/contact_us/counties/Webb.asp

Q: Where do I obtain my city license?

A: For liquor license permit information & registration, you need to inquire at the City of Laredo Tax Department. Our office is located at City Hall Annex, 1102 Bob Bullock Loop. Contact person: Sara Flores or Lilita Villanueva at (956) 727-6421.

Q: Does the City of Laredo offer any exemptions for the Beer/Wine/Liquor license permit?

- (1) Permits exempt under section 11.38(d).
 - a. Agents, airline beverage, passenger train beverage, industrial carriers, private carriers, private club registration, local cartage, storage, and temporary wine and beer retailer's permit;
 - b. A wine and beer retailer's permit issued for a dining, buffet, or club car; and
 - c. A mixed beverage permit during the three-year period following the issuance of the permit; and
- (2) Promotional permit exempt under section 50.002 (b); and
- (3) Temporary charitable auction permit exempt under section 53.002 (b); and
- (4) Temporary license and agent's beer license exempt under section 61.36; and
- (5) Nonresident manufacturer's license exempt under section 63.02.

Q: Will you send me a bill/statement as a reminder of the renewal fee?

A: Yes. The biennial charge (every two years) will always fall on the same month that you originally registered. Bills are processed at the end of each month.

Q: If business does not succeed will you automatically inactivate the Liquor/Beer & Wine account, so that I will no longer be billed?

- A. No. You need to surrender your permits to the City Tax Office if business is closed before the expiration date of the permit/license.

Q: What tender method does the tax office accept?

A: Our office accepts cash, money orders, checks, cashier checks. Credit/debit card payments are also accepted by phone. A 3% processing fee will be charged on all credit/debit card phone payments.